

State and Federal Laws that Impact Labor Exchange
Slide Notes from 10-9-08 Webinar
Presenter: Lisa Ross

Slide 1: Good afternoon and welcome to the State and Federal Laws that Impact Labor Exchange. My name is Lisa Ross and in today's webinar we are going to provide an overview of state and federal laws affecting labor exchange and learn how they may influence the way you administer employment services.

As an added resource, a glossary of terms was provided to you in advance for today's Webinar. If you did not receive a copy of the glossary, information will be provided at the close of the Webinar on how to obtain a copy of both the presentation and the glossary.

Slide 2: The Department of Labor and Economic Growth is an equal opportunity employer and program meaning that:

all programs, services, employment practices and other activities administered by the Bureau of Workforce Transformation – and conducted as part of the state's workforce development system – operate in compliance with the nondiscrimination and equal opportunity provisions of applicable state laws and the rules and regulations imposed on recipients of federal financial assistance.

These provisions protect the general public, all customers, participants and individuals employed in the administration of programs from discrimination on the basis of:

- Race
- Color
- Religion
- Gender
- National Origin
- Age
- Disability
- Political Affiliation or Belief, and
- **For beneficiaries only**, citizenship or participation in a financially assisted program or activity.

The term beneficiary means the individuals intended by Congress to receive the aid, benefits, services or training from the state and/or the workforce system.

Slide 3: In addition to rights extended under Civil Service Rules and all other legally available remedies, Bureau of Workforce Transformation employees have the right to file a complaint alleging discrimination on a prohibited basis with:

- Mildred Williams – the designated State Equal Opportunity Officer for the workforce system, **or**

- Directly with the Director of the U.S. Department of Labor’s Civil Rights Center, or
- As appropriate – with the civil rights enforcement office housed within each federal agency granting financial assistance to BWT (such as: Health & Human Services, the U.S. Department of Agriculture, or the U.S. Department of Education)

Contact information for Mildred Williams will be provided later in the presentation.

Copies of the “*Equal Opportunity is the Law*” notice outlining these protections and the process for filing allegations of discrimination are:

- Posted on employee bulletin boards throughout the department;
- Referenced in the DLEG Employee Handbook, and
- Included on the Workforce Programs section of DLEG’s Internet site

Additional information on federal and state discrimination complaint filing options and compliance assistance on any aspect of the bureau’s Equal Opportunity management program is available from the Bureau of Workforce Transformation’s Equal Opportunity Officer.

Slide 4: A number of laws have made a significant impact on the labor exchange system in the United States. Today we will cover the following laws:

- Wagner-Peyser Act
- Workforce Investment Act
- Michigan Employment Security Act
- Title VII: The Civil Rights Act of 1964
- Executive Order 11246
- Michigan’s Elliott-Larsen Civil Rights Act
- Title I: The Civil Rights Act of 1991
- EEO and the Small Business
- The Rehabilitation Act
- Americans with Disabilities Act

Slide 5: We will also cover:

- Fair Labor Standards Act
- The Equal Pay Act
- Age Discrimination in Employment Act
- Michigan Minimum Wage Act
- The Michigan Talent Bank Job Order Policy
- Title 38: Veterans’ Preference
- Jobs for Veterans Act of 2002: Veterans’ Priority of Service
- The Immigration Reform and Control Act
- Family and Medical Leave Act

- Freedom of Information Act

We will also review the primary statutes, bills, and policies that regulate employment practices. As a provider of employment services, you must understand these laws within the context of the labor exchange services you provide.

Slide 6: For more than three decades, Equal Employment Opportunity laws have dramatically affected the way companies conduct business. With the 1972 passage of the amendments to Title VII of the Civil Rights Act of 1964, the federal government began an aggressive campaign to hold businesses accountable for practices that discriminate relative to employment opportunities. The penalties and fines for proven discriminatory practices have led companies to change the way they conduct many personnel practices.

Slide 7: Michigan employers who are provided services through the Wagner-Peyser-funded labor exchange must comply with all employment-related laws and regulations, fair employment practices, and statutory requirements of the following:

- The United States Employment Service
- The Employment and Training Administration
- The United States Department of Labor
- The Michigan Department of Labor & Economic Growth-Bureau of Workforce Transformation

Slide 8: The first law we will cover today is the Wagner-Peyser Act.

President Franklin Delano Roosevelt signed the Wagner-Peyser Act into effect on June 6, 1933 at the height of the Great Depression. This legislation established a nationwide system of public employment offices that are known as the United States Employment Service or U-S-E-S. This system has provided high quality job seeker and employer labor exchange services for over seventy-five years.

The Employment Service has been known by many names including the "Job Service", the "Labor Board" and the "Unemployment Office". But by any name the Employment Service has fulfilled the employment-related information and service needs of millions nationwide.

Although the names of the many service centers may be different – Employment Service, Employment Security Commission, One-Stop Center, or Workforce Development Center -- their mission is the same: to assist job seekers in finding jobs and employers in finding qualified workers and, in some areas, to provide job training and related services.

Slide 9: The Wagner-Peyser Act was amended by the [Workforce Investment Act of 1998](#). This Act is also known as the W-I-A or WIA.

The WIA amendments transformed the Employment Service into the foundation of a One-Stop delivery system. The Wagner-Peyser funded Employment Service now

provides the universal access to core services and an integrated array of labor exchange and WIA services delivered through [One-Stop Career Centers](#) nationwide. These services are provided so that workers, job seekers and businesses can find the services they need in one stop and frequently under one roof in easy-to-find locations.

As part of the One-Stop delivery system, the Employment Service focuses on providing a variety of employment-related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers; re-employment services to unemployment insurance claimants; and recruitment services to employers with job openings.

Slide 10: At the One-Stop Centers, labor exchange services are delivered in one of three modes including:

- self-service,
- facilitated self-help service, and
- mediated service delivery approaches

Depending on the needs of the labor market, other services such as: job seeker assessment of skill levels, abilities and aptitudes, career guidance when appropriate, job search workshops and referral to training may be available.

The services offered to employers, in addition to referral of job seekers to available job openings, include assistance in development of job order requirements, matching job seeker experience with job requirements, skills and other attributes, assisting employers with special recruitment needs, arranging for Job Fairs, assisting employers with hard-to-fill job orders, assisting with job restructuring and helping employers deal with layoffs.

Job seekers who are veterans receive priority referral to jobs and training as well as special employment services and assistance. In addition, the system provides specialized attention and service to individuals with disabilities, migrant and seasonal farmworkers, ex-offenders, youth, minorities and older workers.

Slide 11: Our next law, the Michigan Employment Security Act and its subsequent amendments were passed to protect the welfare of the people of Michigan with the establishment of an unemployment compensation fund and the creation of the Michigan Employment Security Commission.

This Act defined the manner and collection of employer contributions to the fund; it also gave the state agencies power to enter into many forms of reciprocal agreements with other state and federal agencies needed for administering unemployment benefits. This legislation also provided for appeals and notices of testing and assessments and mandated FREE public employment offices. It also required compliance with the Social Security Act and the Wagner-Peyser Act.

Slide 12: Title VII of the Civil Rights Act of 1964 bans discrimination in employment because of race, color, religion, gender, or national origin. Subsequent amendments have

added age and disability. Each of these seven groups is referred to as a protected group or class.

The law also covers all terms and conditions of employment, and it holds the employer responsible for any discrimination, including sexual harassment by co-workers, that occurs within the employer's organization. It is administered and enforced by the Equal Employment Opportunity Commission. The EEOC is a federal agency charged with investigating discrimination charges filed against employers.

Slide 13: Employment practices covered by Title VII of the Civil Rights Act include:

- Disciplinary action
- Fringe benefits
- Hiring
- Job classification
- Performance appraisal
- Promotion
- Recruitment
- Termination
- Training
- Transfer
- Union and other memberships
- Wages and compensation

The law holds employers legally responsible for any actions that interfere with an individual's fair and equitable consideration in the listed employment practices due to race, color, religion, gender, age, disability, or national origin. It also holds them responsible for the discriminatory actions of their staff that interfere with a co-worker's impartial treatment.

Slide 14: Signed by President Johnson in 1965, Executive Order 11246 required Equal Employment Opportunity.

This Order prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, gender, or national origin. Contractors are also required to take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment.

The order was a follow-up to Executive Order 10479 signed by President Eisenhower in 1953 establishing the anti-discrimination Committee on Government Contracts.

Slide 15: Executive Order 11246 can require any or all of the following list, depending on the number of employees and total dollar amounts in government contracts:

- Access to records

- Compliance reviews
- Contract clauses
- Posted notice
- Program summaries
- Record keeping
- Reporting
- Special affirmative action regarding women, and
- Written affirmative action programs

Slide 16: Our next law, the Michigan Elliott-Larsen Act expands the definition of discriminatory practices to include height, weight, marital status, and family obligations (such as having children). It also preserves the confidentiality of records regarding arrests, detention, or other dispositions in which a conviction does not occur.

Slide 17: Title I of the Civil Rights Act of 1991 makes several significant changes expanding the original scope of the Title VII Civil Rights Act of 1964 that include:

- Allowing compensatory and punitive damages and jury trials when intentional employment discrimination can be shown with respect to one of the Title VII protected classes, or with respect to protection offered by the Americans with Disabilities Act or the Rehabilitation Act and putting caps on the amounts that can be awarded

Slide 18:

- Prohibiting use of different cut-off scores based on race in employment tests
- Prohibiting alteration of test results based on the demographics of the test takers
- Making into law the adverse impact definition of discrimination and stating that an employer must prove a close connection between a substantially different impact and the ability to actually perform the job in question

Adverse impact is the negative effect that occurs when substantially different selection criteria are used in hiring, promotion, or other employment decisions due to discrimination against a protected group.

Other changes brought about by the Civil Rights Act of 1991 include:

- Clarifying that discrimination is established when race, color, religion, gender, or national origin is a motivating factor for any employment practice, even though other factors may also have motivated the practice

Slide 19: Federal, state, and local employment laws may influence small businesses substantially. Small businesses covered by EEO laws include all private employers, state

and local government employers, and educational institutions that employ 15 or more individuals.

The exception is the Age Discrimination in Employment Act; it covers employers with 20 or more employees. In addition to employers, these EEO laws also cover private and public agencies, labor organizations, and joint labor management committees that control apprenticeship and training programs.

All employees, including part-time and temporary workers, are counted by the Equal Employment Opportunity Commission (the EEOC) for purposes of determining whether an employer has a sufficient number of employees to be subject to EEO laws. A small business may find it difficult to keep abreast of legally required employment standards due to the many enforcement organizations.

Slide 20: There are 36 major government agencies that regulate small businesses. A few are listed here:

- U.S. Department of Commerce
- U.S. Department of Justice
- U.S. Department of Labor
- National Labor Relations Board
- Occupational Safety and Health Agency
- Internal Revenue Service
- Environmental Protection Agency, and the
- Small Business Administration

Slide 21: The Rehabilitation Act of 1973 requires all employers with federal contracts of \$10,000 or more to implement affirmative actions to recruit, hire, and promote qualified individuals with disabilities.

In addition, it provides that no person, because of disability, shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

Slide 22: Under the Americans with Disabilities Act, individuals with disabilities must be given equal opportunity in all aspects of employment. The ADA prohibits employers from discriminating against qualified individuals with disabilities and stipulates that they must be provided reasonable accommodation where needed. The law also requires elimination of physical barriers to access.

A qualified individual with a disability is one who can perform the essential functions of a job, with or without reasonable accommodation. The ADA contains strict confidentiality requirements for medical information related to an employee's disability.

Slide 23: Our next law, the Fair Labor Standards Act is a federal law that established guidelines for wages, working hours, and other employer/employee matters that affect

full and part-time workers in the private sector as well as in federal, state, and local governments. Issues regulated by the Fair Labor Standards Act include:

- Child labor standards
- Minimum wage
- Overtime pay
- Record-keeping

Slide 24: The Equal Pay Act, which is part of the Fair Labor Standards Act, pertains to all employers and employees covered by the Fair Labor Standards Act, plus executive, administrative, and professional employees as well as outside salespeople. The Act prohibits gender-based wage discrimination between men and women in the same establishment who are performing under similar working conditions.

Enforced by the EEOC, the Equal Pay Act requires that men and women receive equal pay for equal work. Equal work is not determined by job titles or classifications, but the type of job, skill, effort, and responsibility involved. Substantial difference must be present before jobs can be considered unequal. Additional duties or tasks performed by one gender or another will not automatically cause equity or inequity of jobs.

Slide 25: Adding to the federal Fair Labor Standards Act, the Age Discrimination in Employment Act prohibits employment discrimination based on age with respect to persons who are at least 40 years of age.

This Act prevents companies from terminating mature workers receiving higher salaries in order to replace them with younger workers who may receive less pay as a method for cost savings.

Although the Act prohibits discrimination against anyone 40 years or older, it was amended to restore the public safety exemption that allows police and fire departments to use maximum hiring and mandatory retirement ages.

Slide 26: To all ES providers, if you know or have reasonable grounds for believing that an employer engages in discriminatory employment practices, all services to that employer should be suspended until the employer gives assurances that such practices do not or will no longer occur.

ES providers should contact EO Officer Mildred Williams at the administrative offices of the Bureau of Workforce Transformation. The EO Officer will investigate and take appropriate action.

Slide 27: Our next law, the Michigan Minimum Wage Law provides employers with legal requirements for minimum wages, overtime pay, and record keeping for employees not covered under the federal Fair Labor Standards Act. It also covers training wages, overtime pay, and compensatory time or “comp time” issues.

The Michigan Minimum Wage Law applies to employees 16 years of age or older employed in Michigan at a fixed site by an employer who employs 2 or more employees.

Note: FLSA does not apply to the smaller “mom and pop” type businesses. Employees working for this type of employer are not covered under FLSA.

Slide 28: For additional questions regarding Wage & Hour Regulations, the Wage & Hour Division has two general phone lines in Lansing and the Detroit area and they are listed here. The division has investigators that are available daily from 8:00 a.m. to 5:00 p.m., Monday through Friday to answer calls.

The Wage & Hour Division administers and enforces wage protection laws in Michigan. Such laws are:

- The Payment of Wages & Fringe Benefits Act
- The Minimum Wage Act
- Youth Employment Standards Act
- Prevailing Wages on State Projects Act

There will be a Webinar next week on Wage & Hour Regulations. The Webinar will be presented by Jack Finn, the director of the Wage & Hour Division. The Webinar is scheduled for Wednesday, October 15th from 9:30 a.m. – 11:30 a.m.

The Webinar announcement was emailed on Monday. If you did not receive this information, you should contact your manager for a copy.

Slide 29: We have spent a lot of time going over how federal and state laws govern fair employment practices, now we are going to take a look at how these same laws impact the Michigan Talent Bank.

Job orders that appear in the Michigan Talent Bank must be consistent with all federal and state laws governing fair employment practices. Employment Service providers must never assist an employer in entering a job order that is unacceptable and should monitor job listings entered by employers in their local areas.

If you become aware of any unacceptable job listings in the MTB, as an ES provider you should immediately notify the MTB Help Desk.

Slide 30:

Listed here are some examples of unacceptable job listings that should never be posted in the Talent Bank:

- Job orders for which there are no immediate vacancies

(For example: A company is considering moving their company headquarters to Michigan. They are currently collecting applications to determine if there are enough qualified job seekers in the area. No job opening exists at the present time.)

- Job orders seeking people to perform an illegal activity
- Job orders that contain discriminatory requirements that would exclude applicants based on their race, religion, national origin, gender, age, disability, marital status, height, weight, etc.
- Job orders that contain sexually explicit or vulgar language
- Job orders that indicate the job seeker will not be compensated according to Michigan minimum wage laws
- Job orders that indicate the job seeker will not receive overtime pay at 1½ times the regular rate for all time worked over 40 hours in any week

However, certain occupations, such as teachers, doctors, lawyers, administrators, and supervisors may be exempt from the overtime provision.

Slide 31: Other unacceptable job listings include:

- Job orders that request job seekers report for interviews at an address that is not a normal place of business, such as a hotel or motel room
- Job orders that require the job seeker to make a monetary investment

(For example: A company is looking for employees to work from home using their own PCs, but the job seeker must first purchase software for \$135.00 from the company.)

- Job orders that require the job seeker to pay a fee in order to receive a referral to an employer. And finally,
- A job posting cannot be for the purpose of recruiting replacement workers involved in a labor dispute.

(Such as a vacancy caused by a worker on strike, or a job order seeking people to picket an employer involved in a labor dispute.)

Slide 32: In order for a job order to be posted in the Michigan Talent Bank, it must meet the following criteria:

- The job order posted must be for an immediate opening
- Taxes must be reported on a W-2 form

(The W-2 form establishes the employer-employee relationship. If the job seeker receives only a 1099 earnings statement, the job seeker is considered self-employed.)

- No significant monetary investment can be required of the job seeker.
- Customary licensing fees or certifications are acceptable.

(Application fees, purchasing kits, and work-from-home plans are not acceptable.)

Slide 33: We are now going to review some other types of job orders listed in the Michigan Talent Bank. They are:

- Bona fide occupational qualification (or BFOQ)
- Suppressed job order
- Veterans' Preference and Veteran's Priority of Service

Slide 34: Some job orders that appear discriminatory may, in fact, contain bona fide occupational qualifications.

As described in United States Code Title 29, a ***bona fide occupational qualification*** is a quality or an attribute that employers are allowed to consider when making decisions on the hiring and retention of employees—qualities that, when considered, in other contexts would be considered discriminatory and thus violating civil rights employment law.

Listed here are some bona fide occupational qualification examples or BFOQ:

For safety reasons, mandatory retirement ages for bus drivers and airline pilots may be enforced. Further, in advertising, a manufacturer of men's clothing may lawfully advertise for male models. Religious belief may also be considered a BFOQ; for example, a church may lawfully require that members of its clergy be members of that denomination, and may lawfully bar anyone who is not a member from employment.

Bona fide occupational qualifications generally only apply to occupations where the BFOQ is considered necessary to that profession. For example a Catholic college may lawfully require such positions as president, chaplain, and teaching faculty to be Catholics. However, membership in the Catholic Church would not be considered a BFOQ for occupations such as secretarial and janitorial positions.

In the absence of a bona fide occupational qualification, federal and state law prohibits discriminatory practices.

Slide 35: All job orders received from employers by service center staff must immediately be entered into the Michigan Talent Bank. The State of Michigan does not permit the suppression of job orders. Staff must not hold back a job order at the request of an employer, or for any other reason.

Except for the 24-hour hold for Veterans' Preference, the suppression of a job order is a violation of State of Michigan policy and potentially violates many state and federal laws

that impact labor exchange activities. In addition, omitting the required identifying information for the employer from a job order also constitutes a suppressed job order.

If an employer does not wish to enter an unsuppressed job order into the Talent Bank, staff should advise the employer that they are not able to assist the employer with their job order request.

Staff may, however, provide employers who are registered in the Talent Bank with the unscreened results of searches conducted on the employer's behalf and based on the employer's search criteria, or direct these employers to the Michigan Talent Bank to search for qualified applicants.

Slide 36: The Michigan Talent Bank assures Veterans' Preference in the listing of job seekers who are available to employers.

Title 38 of the United States Code mandates that all state Employment Service offices give special consideration to those who have served in the Armed Forces. Veterans' Preference recognizes the sacrifices of those who served in the United States Military.

Veterans' Preference refers to the entitlement to employment services that is given to covered or eligible veterans and is mandated by law.

Slide 37: Veterans' Preference is given to covered veterans in several ways:

- Qualified covered veterans are considered a targeted group and, as such, qualify to receive mediated employment services.
- Federal contractors must list job opportunities in the Michigan Talent Bank so that qualified covered veterans can be referred to these positions.
- The Talent Bank ensures Veterans' Preference automatically by flagging veteran's resumes so that employers can easily identify qualified covered veterans as potential candidates for positions.
- A 24-hour hold is placed on all job orders in the Talent Bank so that qualified covered veterans can take priority over non-veterans in applying for jobs.

Slide 38: Public Law 107-288 amended Title 38 of the United States Code to improve the delivery of employment, training, and placement services to veterans. This amendment is also known as the Jobs for Veterans Act. While services are offered equally to all job seekers, veterans receive service on a priority basis.

Veterans' Priority refers to the delivery of service given to a qualified covered veteran in employment service assistance, referral, and job listing notification. **ALL** employment service staff are responsible for delivering priority of service to veterans.

Veterans' Priority is delivered to veterans in the order listed on this slide:

- Disabled veterans
- Recently separated veterans
- Covered veterans
- Covered persons (such as a spouse)

We have just covered the Michigan Talent Bank Job Order policy and the types of job orders listed in the Talent Bank.

Slide 39: To continue with our overview of the laws, we will now review the Immigration Reform and Control Act of 1986.

This Act was passed to halt the employment of unauthorized immigrants in the United States. Under this Act, employers may only hire individuals who can legally work in this country. Such individuals are U.S. citizens and nationals, and foreign workers authorized to work here. The employer must verify the identity and employment eligibility of anyone they intend to hire; this includes completing and retaining the Employment Eligibility Verification Form (the I-9). Employers must keep I-9s on file for at least 3 years or one year after employment ends, whichever is greater.

Employer sanctions, increased appropriations for enforcement, and amnesty provisions are the main ways of accomplishing the Immigration Reform and Control Act's objective. The employer sanctions provision designates penalties for employers who hire foreign workers who are not authorized to work in the United States.

Slide 40: Another provision of the Immigration Reform and Control Act is the H-2A program. This program establishes a way for agricultural employers anticipating a shortage of domestic workers to apply for permission to bring foreign workers into the United States to do temporary or seasonal agricultural work.

Employers seeking information regarding the H-2A program should contact Michigan's State Monitor Advocate Rick Olivarez at the address listed here.

Slide 41: The Family and Medical Leave Act (or FMLA) provides qualified employees with up to 12 weeks of unpaid leave in any 12-month period for the following:

- The birth of a child and its care during the first year
- The adoption of a child or placement of a foster child in the employee's home
- The care for an employee's spouse, child, or parent suffering from a serious health condition
- An employee's recovery from a serious health condition

Leave taken by qualified employees for these reasons cannot result in a loss of employment or benefits. Specifics can vary by employer.

For example, an employer does not have to guarantee the employee's original job but only a job with equal pay and benefits. An employer may require the employee to use their paid leave for part or all of the leave time. An employee may be responsible for payments toward their benefits, and so forth. An employer cannot refuse to grant leave to a qualified employee.

Slide 42: In 1966, the Freedom of Information Act (or FOIA) was enacted to give Americans greater access to federal government records.

Since its inception, the FOIA statute has been amended several times, most recently to expand the scope to encompass electronic records. More commonly known as the Electronic Freedom of Information Act (or E-FOIA), this statute also requires the creation of "electronic reading rooms" to make records more easily accessible and widely available to the public.

Slide 43: In 1976, the Michigan Legislature passed a state version of the Freedom of Information Act that closely mirrors the federal statute.

The Michigan FOIA regulates and sets requirements for the disclosure of public records by all public bodies in the state including all state agencies, county and other local governments, school boards, other boards, departments, commissions, councils, public colleges and universities.

Moreover, any programs that are primarily funded by federal, state, or local governments are also covered. The Michigan FOIA was amended in 1995 to include electronic mail.

Slide 44: Records that may be requested under FOIA include:

- Final orders or decisions in contested cases and the records on which they were made
- Minutes of open and closed meetings
- Official voting records
- Formally published rules
- Research material
- Staff manuals
- Working papers
- Written statements that implement or interpret laws, rules, or policy, including but not limited to guidelines, manuals, and forms with instructions, adopted or used by an agency in the discharge of its functions

Slide 45: An agency may charge a fee for the release of information under FOIA. The fee must be limited to:

- Labor costs to collect data
- Actual duplication
- Mailing, and

- Clerical costs

Slide 46: The first \$20 of the FOIA fee must be free for a person who is receiving public assistance or presents an affidavit showing inability to pay because of indigence.

Individuals representing public interests groups may have the entire fee waived.

Slide 47: Certain information may be withheld from public disclosure:

- Certain medical, counseling, or psychological information
- Information of a personal nature considered an invasion of privacy if disclosed
- Information or records subject to the confidentiality of practitioner privilege
- Information pertaining to test questions and answers and other assessment instruments
- Social Security Numbers
- Trade secrets, commercial, or financial information voluntarily provided to an agency for developing government policy

FOIA requires that the Department of Labor & Economic Growth, the Bureau of Workforce Transformation, and the Michigan Works! Agencies accept and process all authorized written requests for information from individuals or their representatives. As an ES provider, if you receive a FOIA request, do not attempt to answer the request yourself. As a general rule, you should immediately contact your supervisor or manager to handle all FOIA requests.

This concludes the overview of the federal and state laws that affect the way you administer and manage the delivery of employment services. As you can see, you need to be familiar with the laws covered in this Webinar.

Slide 48: For additional information regarding today's topics, please contact

Joe Billig, Complaint Specialist
(517) 241-8614 or BilligJ@michigan.gov

Rick Olivarez, State Monitor Advocate
(517) 241-8669 or OlivarezR@michigan.gov

Mildred Williams, EO Officer
(517) 373-7675 or WilliamsM21@michigan.gov

Slide 49: For additional information regarding the Michigan Talent Bank call the Talent Bank help desk at (888) 253-6855 or send an email to MTBHelp@michigan.gov

To contact the Wage & Hour Division in Lansing call (517) 335-0400 or for the Detroit area call (313) 456-4906. You can also visit their Website at Michigan.gov/wagehour

Don't forget there will be a Webinar next Wednesday on Wage & Hour Regulations. Again, the announcement was emailed on Monday. If you have not received this information, you should contact your manager.

Slide 50: For a copy of today's presentation, send your email requests to Darlene Hubskey at HubskeyD@michigan.gov

The **Employment Laws** presentation will be posted on the training Website at: www.michigan.gov/bwt in the next few days.